



Department of Energy
Washington, DC 20585

September 8, 2003

MEMORANDUM FOR DISTRIBUTION

FROM: HELEN O. SHERMAN, DIRECTOR *Helen O. Sherman*
OFFICE OF FINANCE AND ACCOUNTING POLICY

SUBJECT: Standard General Ledger Training

NA-60 has concurred in this document.

Conversion to the Standard General Ledger (SGL) is on the critical path for successfully implementing the Standard Accounting and Reporting System (STARS). Data currently in the Departmental Integrated Standardized Core Accounting System (DISCAS) and the Management Analysis Reporting System (MARS) are maintained in a balance sheet code (BSC) format and translated to SGL. However, when we implement STARS in October 2004, all transactions will be made using the SGL, and the old BSC structure will no longer be used. Therefore, all field offices and integrated contractors should provide appropriate staff with SGL training to facilitate the conversion and implementation of SGL and ensure a smooth transition to STARS.

Due to the module-specific nature of STARS, not everyone will be required to know all aspects of SGL; however, each of you should analyze your requirements and begin the SGL training as soon as possible. The Department of Treasury and private companies offer excellent SGL training courses in basic, intermediate, and advanced SGL. These courses, which can be taught at your location or as computer-based online training, will provide your staff with the basic knowledge needed to understand SGL accounting.

SGL information specific to the Department of Energy will be covered in the process documentation being developed by the STARS Implementation Team and in the Oracle training being delivered just prior to the STARS deployment.

The change from BSC to SGL will result in major adjustments to the recording and reporting of the Department's financial data. These adjustments are being addressed by the SGL Team and will be issued as they are finalized and as the STARS Project moves closer to implementation. Every effort will be made to keep you informed of changes impacting your office and the integrated contractors. Your input is welcome during this time of transition.

If you have any questions about the SGL effort, please contact Lauren Rippeon, SGL Team Leader, on (301) 903-3634.



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